

**Town of Essex outside the Village of Essex Junction  
CHECKLIST FOR SITE PLAN OR CONDITIONAL USE APPLICATION**

Project Name :

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Project Address :

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Plans Dated : \_\_\_ - \_\_\_ - \_\_\_\_ Plan reviewed by : \_\_\_\_\_ Date : \_\_\_ - \_\_\_ - \_\_\_\_

**Required Application Materials**

<i><b>APPLICANT: CHECK IF PRESENT</b></i>	<i><b>ITEM</b></i>
<input type="checkbox"/>	1 Signed application form and checklist
<input type="checkbox"/>	1 Abutters' form
<input type="checkbox"/>	3 sets of mailing labels
<input type="checkbox"/>	All required application fees
<input type="checkbox"/>	Application narrative and supporting documentation*
<input type="checkbox"/>	3 Sets of 24" x 36" size plans
<input type="checkbox"/>	7 sets of 11" x 17" plans once application deemed complete
<input type="checkbox"/>	Electronic set of plans in PDF format AND preferred data format**

\*Narrative should address each point of the site plan review standards and should also include, at minimum, a brief project/parcel history, current and proposed use and improvements, and any waiver requests.

\*\*Preferred plan data formats, in order of priority:

- 1) GIS geospatial data – geodatabase or shapefile in Vermont State Plane Meters, NAD83 (NSRS or most current);
- 2) Coordinated CAD data – Vermont State Plan Coordinates, US Survey Feet, Grid Zone 4400, NAD83(2011) epoch 2010.0, NAVD 88 (geoid12b)
- 3) 3 values of State Plan Coordinates noted on PDF plans

Pursuant to section 5.6 of the Town of Essex *Zoning Regulations*, materials submitted for consideration by the Planning Commission and/or the Zoning Board of Adjustment must include the information listed on the following pages. For a more detailed explanation, please review section 5.6 of the *Zoning Regulations* or contact the Community Development Department (CDD) at (802) 878-1343.

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**Title Box Elements**

<input type="checkbox"/>	Date (include latest revision date)
<input type="checkbox"/>	Name/complete address of project
<input type="checkbox"/>	Name/complete address of owner of record and applicant, if different
<input type="checkbox"/>	Name and contact information for any professional advisors
<input type="checkbox"/>	Scale of 1" = 20', 30' or 40'
<input type="checkbox"/>	Legend and North arrow
<input type="checkbox"/>	Site location map - USGS 7.5 minute series (upper right or left corner)

**Parcel Information**

<input type="checkbox"/>	All property metes and bounds; if necessary, include separate sheet with scale of 1" = 100' or 1" = 200'
<input type="checkbox"/>	Adjoining property information (including across roads and waterways): landowner names and addresses, zoning district, present use
<input type="checkbox"/>	Restrictions on parcel: easements, rights-of-way, zoning district, etc.
<input type="checkbox"/>	Extent of setbacks and buffers as noted in the District Standards
<input type="checkbox"/>	Existing, proposed, and allowed residential density, if applicable
<input type="checkbox"/>	Percent of total lot coverage (including structures, parking, driveways, paths, loading/service areas)

**Natural and Scenic Features – Section 5.6(B)**

<input type="checkbox"/>	Contours (existing and proposed) at 2-foot intervals unless waived by the CDD
<input type="checkbox"/>	USGS soil units and names
<input type="checkbox"/>	Water bodies having watershed area of at least 0.5 mi <sup>2</sup> , with buffer or river corridor, if present
<input type="checkbox"/>	Wetlands (Class I and II) and buffers, if present
<input type="checkbox"/>	Forest blocks and habitat connectors as mapped in ANR BioFinder, if present
<input type="checkbox"/>	FEMA floodplain areas, including Special Flood Hazard Areas, if present
<input type="checkbox"/>	If within SRPO district: district boundaries and scenic roads, features, and open meadows
<input type="checkbox"/>	Proposed or planned locations and/or infrastructure for renewable energy

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**Site Access – Section 5.6(C)**

<input type="checkbox"/>	Streets, rights-of-way, and private drives (including any easements)
<input type="checkbox"/>	Curb cuts and access points
<input type="checkbox"/>	Sidewalks, paths, and trails

**Site Circulation and Structures – Section 5.6(D)**

<input type="checkbox"/>	Buildings, including height and finished floor elevation
<input type="checkbox"/>	Accessory structures, including additions, sheds, tanks, utility boxes, etc.
<input type="checkbox"/>	Utilities (above- and below-ground), including electric, telephone, water, sewer, hydrants, street lights, gas, etc.
<input type="checkbox"/>	Waste storage and disposal area(s)
<input type="checkbox"/>	Snow storage areas
<input type="checkbox"/>	Signs (wayfinding and business-related)

**Parking – Section 5.6(E)**

<input type="checkbox"/>	Parking ratio calculations, considering building floor area by type of use
<input type="checkbox"/>	Location of parking lots, loading docks, service areas, ADA-accessible spaces
<input type="checkbox"/>	Bicycle parking, if applicable

**Landscaping/Screening – Section 5.6(F)**

<input type="checkbox"/>	Planting map, labeled by species
<input type="checkbox"/>	Planting schedule including number of trees by species & variety, common & scientific names, diameter & height at planting & maturity, and growth rate
<input type="checkbox"/>	Tree planting specifications as per the <i>Public Works Specifications</i>
<input type="checkbox"/>	Cost estimates and phasing (if applicable)
<input type="checkbox"/>	Fences, walls, gates, landforms, or other screening or barriers

**Lighting – Section 5.6(G)**

<input type="checkbox"/>	Photometric grid (extending 5 feet beyond property lines, if applicable) and analysis
<input type="checkbox"/>	Proposed lighting structures, including poles and fixtures, with cut sheets

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**Utilities – Section 5.6(H)**

<input type="checkbox"/>	Traffic impact analysis and/or traffic study, if applicable
<input type="checkbox"/>	Domestic water and sewer demand calculations, for off-site systems
<input type="checkbox"/>	Water and sewer connection designs and details per <i>Public Works Specifications</i>
<input type="checkbox"/>	Storm water study: conditions, impervious & disturbed area calculations, impacts & design compliance per applicable regulations
<input type="checkbox"/>	Erosion prevention and sediment control plan, if applicable
<input type="checkbox"/>	Standard details for the above as provided in the <i>Public Works Specifications</i>

**Section 5.6(I), Fire Protection**

<input type="checkbox"/>	Locations of hydrants and fire dept. connection, if applicable
<input type="checkbox"/>	Information on sprinklers, key boxes, and addressable alert systems and fire flow demand calculations, if applicable